

Municipal Police Officers'

Medical Standard & Essential Functions



Commonwealth of Massachusetts

Public Employee Retirement Administration Commission

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PERAC | Five Middlesex Avenue, Third Floor, Somerville, MA 02145

ph 617 666 4446

tty 617 591 8917 | *web* www.mass.gov/perac

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Municipal Police Officers' Medical Standards

(1) Medical Evaluation:

Each municipal police department shall establish and implement a pre-placement medical evaluation process for candidates. During the medical evaluation, the physician shall evaluate each individual to ascertain the presence of any medical conditions listed in these standards, or any medical conditions not listed which would prevent the individual from performing the essential job functions without posing a significant risk. It is our intent to encourage the use of professional judgement regarding medical conditions that are not specifically listed. A candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has any Category A medical condition specified in these standards. Furthermore, a candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has a Category B medical condition that is of sufficient severity to prevent the candidate from performing the essential functions of a police officer without posing a significant risk to the safety and health of him/herself or others.

(2) The medical evaluation shall minimally include the following:

- (a) comprehensive medical history, that is, a baseline (pre-placement) or interval (periodic) occupational history, including significant past exposures and training and experience with personal protection equipment
- (b) height and weight
- (c) vital signs: pulse, respiration, blood pressure, and, if indicated, temperature
- (d) dermatological system
- (e) ears, eyes, nose, mouth, throat
- (f) cardiovascular system
- (g) respiratory system
- (h) gastrointestinal system
- (i) genitourinary system
- (j) endocrine and metabolic systems
- (k) musculoskeletal system
- (l) neurological system
- (m) mental status evaluation
- (n) audiometry. Audiograms should be performed in an ANSI approved "soundproof" booth (ANSI S3.1-1977) with equipment calibrated to ANSI standards (ANSI S3.6-1973). If a booth is unavailable, the test room sound pressure levels should not exceed those specified in the Federal OSHA noise regulations (29 CFR 1910.25).
- (o) visual acuity and peripheral vision testing

- (p) pulmonary function testing. A baseline test should be administered by an experienced individual. Only a spirogram that is technically acceptable and demonstrates the best efforts by an individual should be used to calculate the Forced Vital Capacity (FVC) and Forced Expiratory Volume in one second (FEV1.0). and,
- (q) other diagnostic testing where indicated.

(3) The medical evaluation process may also include:

- (a) a review of tetanus immunization status
- (b) a Purified Protein Derivative (PPD) test, based on individual departmental infection control plans, and,
- (c) a review of hepatitis B immunization status

(4) All medical information collected as part of a medical evaluation shall be considered confidential medical information, and shall be released by the physician only with the specific written consent of the candidate.

The physician shall report the results of the medical evaluation to the candidate, including any medical condition(s) disclosed during the medical evaluation and the recommendation whether the candidate is medically certified to perform as a police officer. The physician shall inform the police department and HRD only whether or not the candidate is medically certified to perform as a police officer. The specific written consent of the candidate shall be required to release confidential medical information to the police department and HRD, following guidelines set forth under the Americans With Disabilities Act (ADA) and other relevant policies.

(5) Category A and Category B Medical Conditions

- (a) A Category A Medical Condition is a medical condition that would preclude an individual from performing the essential job functions of a municipal police officer, or present a significant risk to the safety and health of that individual or others.
- (b) A Category B Medical Condition is a medical condition that, based on its severity or degree, may or may not preclude an individual from performing the essential job functions of a municipal police officer, or present a significant risk to the safety and health of that individual or others.

(6) The following biological systems shall be components of the Initial Medical Standards for police officers:

(a) Musculoskeletal

1. Head and Neck

- a. Category A medical conditions shall include:
 - i. none.
- b. Category B medical conditions shall include:
 - i. deformities of the skull, loss or congenital absence of the bony

- substance of the skull which limit the ability to wear a mask and/or protective breathing apparatus,
- ii. thoracic outlet syndrome sufficient to compromise required activity,
- iii. congenital cysts, chronic draining fistulas, or similar lesions,
- iv. contraction of neck muscles,
- v. any other head or neck condition that results in an individual not being able to perform as a police officer.

2. Axial Skeleton

- a. Category A medical conditions shall include:
 - i. meningomyelocele,
 - ii. osteoporosis with compression fractures,
 - iii. spondylolisthesis (grade 2 or 3).
- b. Category B medical conditions shall include:
 - i. lumbar laminectomy,
 - ii. arthritis,
 - iii. structural abnormality, fracture, or dislocation,
 - iv. degenerative disk disease,
 - v. herniated disk or sciatica with clinical evidence of radiculopathy,
 - vi. spinal stenosis,
 - vii. spinal surgery not covered in Category A,
 - viii. any other axioskeletal condition that results in an individual not being able to perform as a police officer.

3. Extremities

- a. Category A medical conditions shall include:
 - i. lower extremity amputation above the knee,
 - ii. upper extremity amputation at or above the wrist, of either thumb, or of digits if absence of those digits interferes with performance of essential job functions (which include weapon firing with either hand),
 - iii. endoprotheses.
- b. Category B medical conditions shall include:
 - i. limitation of motion of a joint,
 - ii. below-the-knee amputations and other amputations not covered in Category A,
 - iii. deformity or dislocation of a joint or limb,
 - iv. joint reconstruction, ligamentous instability, or joint replacement not covered in Category A,
 - v. chronic osteoarthritis or traumatic arthritis,
 - vi. inflammatory arthritis,
 - vii. osteomyelitis,
 - viii. compressive neuropathies, including carpal tunnel syndrome,
 - ix. required use of stabilizing orthopedic braces,

- x. any other extremity condition that results in an individual not being able to perform as a police officer.

(b) Eyes and Vision

1. Category A medical conditions shall include:
 - a. severe color vision deficiency, inadequate to identify red, green and yellow colors,
 - b. far vision worse than 20/25 (Snellen) corrected or 20/200 uncorrected,
 - c. near vision worse than 20/40 corrected,
 - d. total peripheral vision of less than 140 degrees in the horizontal meridian,
 - e. abnormal depth perception (less than 80% on the Shepard-Fly test),
 - f. proliferative retinopathy,
 - g. retinal detachment,
 - h. papilledema,
 - i. optic neuritis.
2. Category B medical conditions shall include:
 - a. diseases of the eye such as glaucoma, cataracts, or progressive retinopathy,
 - b. ophthalmological procedures such as radial keratotomy or repair of retinal detachment,
 - c. strabismus or nystagmus,
 - d. eyelid disorders such as blepharitis, blepharospasm, entropion, and ectropion,
 - e. any other vision disorder or eye condition that results in an individual not being able to perform as a police officer.

(c) Ears and Hearing

1. Category A medical conditions shall include:
 - a. hearing deficit in the pure tone thresholds in either ear beyond a 30 dB threshold at 500 Hz, 1000 Hz, 2000 Hz, or 3000 Hz,
 - b. any inner, middle or outer ear disorder affecting equilibrium.
2. Category B medical conditions shall include:
 - a. perforated tympanum,
 - b. auditory canal - atresia, severe stenosis, or tumor,
 - c. severe external otitis,
 - d. mastoid - severe mastoiditis or surgical deformity,
 - e. Meniere's syndrome or labyrinthitis,
 - f. otitis media,
 - e. any other ear condition that results in an individual not being able to perform as a police officer.

(d) Nose, Mouth, and Throat

1. Category A medical conditions shall include:
 - a. tracheostomy,

- b. aphonia,
- c. loss of sense of smell,
- d. congenital or acquired deformities which interfere with wearing a gas mask.

2. Category B medical conditions shall include:

- a. congenital or acquired deformities not covered in Category A,
- b. dysphonia,
- c. chronic severe rhinitis,
- d. any other nose, oropharynx, trachea, esophagus, or larynx condition that interferes with breathing or speech or otherwise results in an individual not being able to perform as a police officer or to communicate effectively.

(e) Respiratory

1. Category A medical conditions shall include:

- a. lung abscess or empyema,
- b. active tuberculosis,
- c. pneumothorax,
- d. interstitial disease with abnormal exercise oxygen desaturation,
- e. moderate to severe obstructive pulmonary disease, using the following criteria:
 - i. frequent exacerbation of symptoms (>1-2 times per week),
 - ii. cough and low grade wheezing between exacerbations,
 - iii. diminished exercise tolerance,
 - iv. signs of airway obstruction using spirometry,
 - v. regular drug therapy required.

2. Category B medical conditions shall include:

- a. lobectomy or pneumonectomy,
- b. obstructive disease not meeting Category A criteria,
- c. chronic bronchitis,
- d. emphysema,
- e. bronchiectasis,
- f. history of bronchiectasis, bronchitis, fibrous pleuritis, fibrosis, cystic disease, tuberculosis, mycotic lung disease, or pneumothorax,
- g. interstitial disease with normal exercise oxygen saturation,
- h. any other respiratory condition that results in an individual not being able to perform as a police officer.

(f) Cardiovascular

1. Heart

- a. Category A medical conditions shall include:
 - i. current diagnosis of angina pectoris,
 - ii. congestive heart failure,
 - iii. aneurysm,
 - iv. acute pericarditis, endocarditis, or myocarditis. Chronic pericarditis,

- endocarditis with resultant significant valvular lesions, or myocarditis leading to myocardial insufficiency or excludable arrhythmias,
 - v. cardiac or multi-organ transplant or left ventricular assist device,
 - vi. third degree AV block without cardiac pacemaker,
 - vii. coronary artery disease, cardiac hypertrophy, or other cardiac condition without evidence of a functional capacity greater than 6 METs,
 - viii. recurrent syncope,
 - ix. history of sudden cardiac death syndrome,
 - x. significant valvular heart disease,
 - xi. current diagnosis of embolism or thrombophlebitis,
 - xii. automatic implantable cardioverter defibrillator (AICD).
- b. Category B medical conditions shall include:
- i. coronary artery disease not covered in Category A,
 - ii. significant arrhythmias,
 - iii. cardiac hypertrophy,
 - iv. history of myocardial infarction, coronary artery bypass, coronary angioplasty, stent placement, or atherectomy,
 - v. congenital abnormality,
 - vi. cardiac pacemaker,
 - vii. any other cardiac condition that results in an individual not being able to perform as a police officer.

2. Vascular System

- a. Category A medical conditions shall include:
- i. congenital or acquired lesions of the aorta and major vessels,
 - ii. marked circulatory instability as indicated by orthostatic hypotension, persistent tachycardia, and severe peripheral vasomotor disturbances,
 - iii. aneurysm of a major vessel, congenital or acquired,
 - iv. untreated persistent hypertension (systolic blood pressure of 160 mmHg or greater or diastolic blood pressure of 100 mmHg or greater).
- b. Category B medical conditions shall include:
- i. persistent hypertension controlled through medication (systolic blood pressure less than 160 mmHg and diastolic blood pressure less than 100 mmHg),
 - ii. peripheral vascular disease, including intermittent claudication, Raynaud's disease, and Buerger's disease,
 - iii. recurrent thrombophlebitis,
 - iv. chronic lymphedema,
 - v. severe or symptomatic varicose veins or venous insufficiency,
 - vi. any other vascular condition that results in an individual not being able to perform as a police officer.

(g) Gastrointestinal

1. Category A medical conditions shall include:
 - a. liver or multi-organ transplantation,
 - b. active gastrointestinal bleeding.
2. Category B medical conditions shall include:
 - a. cholecystitis,
 - b. gastritis,
 - c. chronic or acute hepatitis,
 - d. hernia,
 - e. inflammatory bowel disease,
 - f. intestinal obstruction,
 - g. pancreatitis,
 - h. bowel resection,
 - i. gastrointestinal ulcer,
 - j. cirrhosis,
 - k. diverticulitis,
 - l. any other gastrointestinal condition that results in an individual not being able to perform as a police officer.

(h) Reproductive

1. Category A medical conditions shall include:
 - a. none.
2. Category B medical conditions shall include:
 - a. pregnancy, for its duration. Any candidate who is pregnant shall be evaluated based on the candidate's ability to perform as a police officer. Such evaluation shall be based in part on the timing of training and duties as related to pregnancy duration and postpartum recovery. Furthermore, a pregnant candidate shall be informed of the potential risks to her fetus in the performance of essential job functions, due to possible exposures to hazardous materials and physical contact.
 - b. any other reproductive condition that results in an individual not being able to perform as a police officer.

i) Genitourinary

1. Category A medical conditions shall include:
 - a. renal disease requiring dialysis,
 - b. renal or multi-organ transplantation.
2. Category B medical conditions shall include:
 - a. any other renal, urinary, or genital condition that results in an individual not being able to perform as a police officer.

(j) Neurological

1. Category A medical conditions shall include:
 - a. ataxia,
 - b. cerebral arteriosclerosis as evidenced by documented episodes of neurological impairment, including cerebrovascular accidents (CVAs) and transient ischemic attacks (TIAs),
 - c. multiple sclerosis with activity or evidence of progression within previous three years,
 - d. muscular dystrophy,
 - e. myesthenia gravis,
 - f. ALS,
 - g. all seizure disorders to include psychomotor, focal, petit mal, or grand mal seizures other than for those with complete control during previous two (2) years, normal neurological examination, and definitive statement from qualified neurological specialist,
 - h. dementia.
2. Category B medical conditions shall include:
 - a. congenital conditions and malformations,
 - b. migraines,
 - c. clinical disorders with paresis, paralysis, loss of coordination, abnormal motor function, or abnormalities of sensation,
 - d. history of subdural, subarachnoid, or intracerebral hemorrhage,
 - e. recent severe head contusion or concussion,
 - f. any other neurological condition that results in an individual not being able to perform as a police officer.

(k) Skin

1. Category A medical conditions shall include:
 - a. none.
2. Category B medical conditions shall include:
 - a. non-localized, i.e., widespread, skin disease,
 - b. extensive skin grafts,
 - c. contact allergies,
 - d. any other dermatologic condition that results in an individual not being able to perform as a police officer.

(l) Hematopoietic and Lymphatic

1. Category A medical conditions shall include:
 - a. hemorrhagic states requiring replacement therapy, including hemophilia,
 - b. sickle cell disease (homozygous),
 - c. chronic anticoagulation therapy.

2. Category B medical conditions shall include:
 - a. anemia, leukopenia, or thrombocythemia,
 - b. polycythemia vera,
 - c. splenomegaly,
 - d. history of thromboembolic disease,
- e. any other hematological condition that results in an individual not being able to perform as a police officer.

(m) Endocrine and Metabolic

1. Category A medical conditions shall include:
 - a. uncontrolled diabetes mellitus or diabetes controlled through use of an insulin pump.
2. Category B medical conditions shall include:
 - a. diseases of the adrenal gland, pituitary gland, parathyroid gland, or thyroid gland of clinical significance,
 - b. nutritional deficiency disease or metabolic disorder,
 - c. diabetes mellitus not covered in Category A,
 - d. any other endocrine or metabolic condition that results in an individual not being able to perform as a police officer.

(n) Tumors and Malignant Disease

1. Category A medical conditions shall include:
 - a. none.
2. Category B medical conditions shall include:
 - a. malignant disease which is newly diagnosed, untreated, or currently being treated. The medical evaluation of any candidate with malignant disease which is newly diagnosed, untreated, or currently being treated shall be deferred until treatment has been completed. Treated malignant disease shall be evaluated based on that individual's current physical condition and on the likelihood of that individual's disease to recur or progress.
 - b. any other tumor or malignancy that results in an individual not being able to perform as a police officer.

(o) Psychiatric

1. Category A medical conditions shall include:
 - a. disorders of behavior,
 - b. anxiety disorders,
 - c. disorders of thought,
 - d. disorders of mood.
2. Category B medical conditions shall include:
 - a. a history of psychiatric condition or substance abuse problem shall be

- evaluated based on that individual's history, current status, prognosis, and ability to respond to the stresses of the job,
- b. any other psychiatric condition that results in an individual not being able to perform as a police officer.

(p) Conditions Not Otherwise Covered

1. Category A medical conditions shall include:
 - a. none.
2. Category B medical conditions shall include:
 - a. connective tissue and autoimmune diseases, including dermatomyositis, lupus erythematosus, scleroderma, and rheumatoid arthritis,
 - b. history of heat stroke, frostbite, or other thermal injury,
 - c. potentially transmissible infectious disease, including HIV and AIDS,
 - d. any other systemic condition that results in an individual not being able to perform as a police officer.

(q) Chemicals, Drugs, and Medications

1. Category A medical conditions shall include:
 - a. active alcoholism or substance abuse.
2. Category B medical conditions shall include the regular use of various chemicals and drugs, including—but not limited to—the following categories:
 - a. anticoagulant agents,
 - b. cardiovascular agents,
 - c. narcotics,
 - d. sedative-hypnotics,
 - e. stimulants,
 - f. psychoactive agents
 - g. systemic steroids,
 - h. any other chemical, drug, or medication that results in an individual not being able to perform as a police officer.

Municipal Police Officers' Essential Functions

A. Patrol and Incident Response

- Provide back-up to other police personnel.
- In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
- Respond to a crime in progress and secure the area to effect an arrest.
- When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
- Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
- Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
- Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
- Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.
- Request assistance from other police personnel.
- Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
- Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
- Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
- Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
- Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
- Respond to incidents requiring your presence as specified in Departmental policies.
- Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
- Observe and check entrances to buildings and premises to maintain security of property.
- Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated

(e.g., drunk, epileptic) and detain that person in order to provide for placement.

- Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
- Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
- Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).

B. Traffic Enforcement

- When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
- Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
- Protect an accident scene to allow for a determination of the facts of the accident.
- Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
- Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
- Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
- Issue a citation to a traffic violator.
- Impound or supervise impounding of equipment or vehicles left on the road way.

C. Investigations

- Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
- Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
- Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
- Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
- Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
- Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
- Inspect a suspected controlled substance to make a preliminary determination

- of its identity and request further lab tests as needed.
- Determine the probable facts of the incident from examination and comparison of statements and other evidence.
- Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
- Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
- Identify assets for potential seizure at a crime scene.
- Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

D. Arrest-Related Activities

- Display or discharge a Departmentally approved firearm to protect self and/or the public.
- Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
- Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
- Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
- Distinguish between felony and misdemeanor classifications when making arrests.
- Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
- Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
- Determine applicability of Miranda when arresting and detaining suspects.
- Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
- Make judgments about probable cause for warrantless searches.
- Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
- Determine whether suspects require medical attention.
- Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
- Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
- Legally force entry into building to apprehend suspect and/or evidence.
- Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention

- Pursue a suspect or violator on foot.
- Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
- Make recommendations for strip or body cavity search.
- Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

E. Evidence/Property Management

- Ensure the secure storage of evidence and property in the designated location.
- Ensure the maintenance of chain of custody for evidence.
- Release property or evidence to authorized individuals.

F. Record and Report Management

- Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
- Summarize in writing the statements of witnesses and complainants.
- Fill in forms requiring specific information accurately and completely.
- Record information required by Department guidelines in proper logs
- Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
- Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

G. Court

- Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
- Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
- Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
- Prepare search or arrest warrants.

H. Community Relations

- Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
- Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
- Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
- Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
- Provide information upon request to individuals and groups (e.g., business

people, neighborhood groups) to increase awareness of potential victimization and deter crime.

- Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
- Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
- Discuss police actions with relatives of prisoners or complainants.

I. Police Department Property Management

- Clean and inspect weapons.
- Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
- Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
- Maintain clothing and personal equipment to satisfy inspection requirements.
- Maintain personal copies of Departmental directives as required by Department policy.

J. Direct Supervision

- Attend or conduct roll call.

K. Personnel Evaluation and Counseling

L. Personnel Assignment and Coordination

M. Training Delivery

N. Command

- Monitor police activity by radio.

O. Internal/External Communications and Coordination

- Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
- Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
- Monitor and respond to routine communications (e.g., phone).
- Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
- Request documents in records systems (e.g., pictures, criminal histories, etc.).
- Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
- Contact other Police Departments and law enforcement agencies (e.g., FBI)

for information and assistance.

- Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
- Respond to requests for information from superior personnel.
- Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
- Contact outside agencies and organizations (e.g., social service agencies) for information.

P. Research and Planning

Q. Financial Management

R. Professional Development

- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
- Read internal reports and training materials to keep current on procedures and issues.
- Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
- Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

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Commonwealth of Massachusetts
Public Employee Retirement Administration Commission
Five Middlesex Avenue
Third Floor
Somerville, MA 02145
ph 617 666 4446
fax 617 628 4002
tty 617 591 8917
www.mass.gov/perac